Forward Exam

Accessibility Training

Designated Supports and Accommodations

OSA
Office of Student Assessment
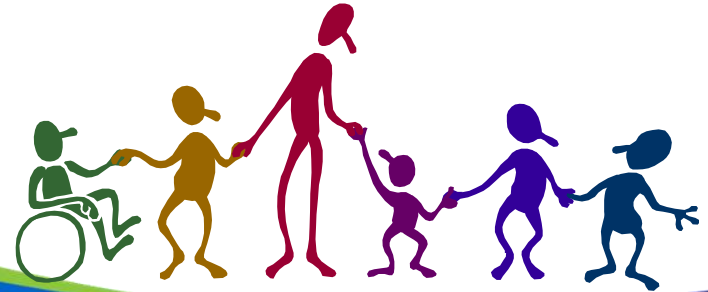
WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent

Accessibility Guide

- This training is a supplement to the *Accessibility Guide* not a replacement for it.

- When you have questions about Forward Exam Accessibility features, always refer to the *Accessibility Guide*.

- See Forward Exam Accommodations and Supports webpage.

https://dpi.wi.gov/assessment/forward/accommodations

Equitable Access

- State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners (ELs).

- Accommodations and designated supports are practices and procedures that provide equitable access to grade-level content. They are intended to reduce or eliminate the effects of a student's disability or level of language acquisition; they do not reduce learning expectations.

What are Designated Supports?

- Designated supports are features available for use by any student for whom the **need has been indicated by an educator or team of educators** (with parent/guardian and student input as appropriate) **and are part of their classroom instruction**.
- They are provided as part of the online test administration system (embedded) or separate from it (non-embedded).

What is an Accommodation?

- Accommodations are features that are available for use by a student for whom **there is a documented need on an Individualized Education Program (IEP) or 504 plan** and **who use a similar accommodation as part of their classroom instruction**.

- They are provided as part of the online test administration system (embedded) or separate from it (non-embedded).

- Educator teams make decisions about accommodations.

  –provide evidence of the need for accommodations

  –ensure that they are noted on the student's IEP or 504 plan

Assign Accessibility Features Carefully

IMPORTANT: Providing designated supports or accommodations can be stressful for a student who does not use these accessibility features on a regular basis. Too many accessibility features can be a distraction rather than a support during testing. Please keep this in mind when assigning designated supports and accommodations for your students. Sometimes less is more.

Ensure Accessibility Options

- **ALL accommodations and designated supports <u>must</u> be entered into eDIRECT <u>prior to printing test tickets</u>**. See *Managing Students and Testing in eDIRECT Guide* for instructions on entering accommodations and supports into eDIRECT.

  - Test tickets will have an abbreviation next to "accommodations" on the student's test ticket if the accommodation was entered prior to printing tickets and the accommodation will be available during testing.

  - Test tickets printed prior to having accommodations entered into eDIRECT will not have an abbreviation appear next to "accommodations" on the ticket and the accommodations will **NOT** be available during testing.

Confirm Accessibility Options

- **Test Administrators must confirm that students have access to the designated supports and accommodations assigned to them. Failure to do so could result in a need for an invalidation of the student's test.**

  - Test Administrators should have a list of all students who should receive designated supports and accommodations, whether embedded or non-embedded, during testing to ensure these students are receiving the accessibility options assigned.

  - Check with students at the beginning of the testing session (prior to clicking the 'begin testing' button) to ensure they have the supports or accommodations they should have and that they are functioning correctly.
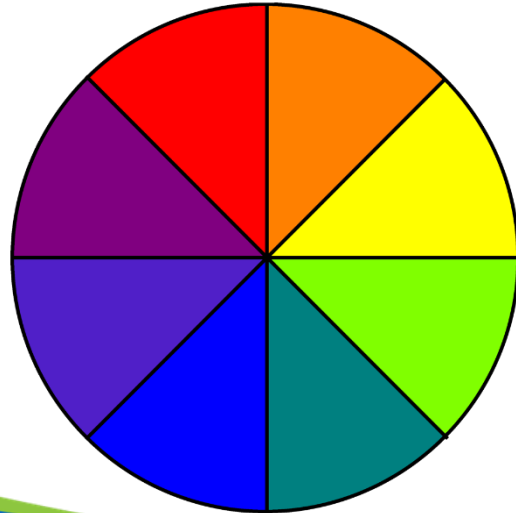
Embedded Designated Supports

Color Choices

- The background color changes according to the color selected without changing the color of the text, graphics, or response areas.
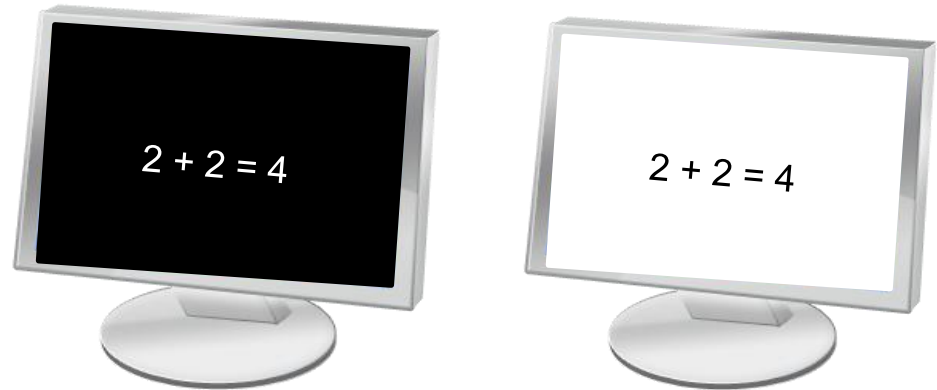
2 + 2 = 4

2 + 2 = 4

Contrasting Color

- Using color combinations that are in opposite positions on the color wheel, the font and background colors change according the combination selected.
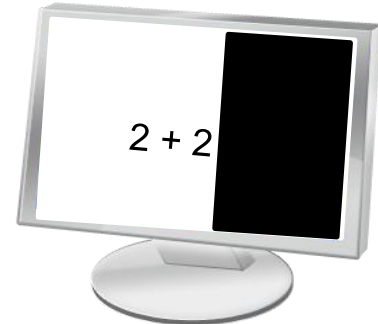
Reverse Contrast

- All colors on the test page are displayed in the reverse (negative) color.

2 + 2 = 4

2 + 2 = 4

Masking

- Allows the student to cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen.

- Masked areas are re-sizeable and moveable on the item page.

Stacked Translation

- The Stacked Translation is a Spanish language support available for mathematics, science, and social studies items (including test directions.)

- For ELA, only the test directions are available in stacked translation.

- Stacked translations present students with a complete translation (Spanish) of all test content together with the full text of the original English.

Por favor, conteste a las siguientes preguntas.
Please answer the following questions.

Text-to-Speech (TTS)

- The text-to-speech (TTS) function allows the student to listen via headphones or speakers to test information displayed on the screen. Words and numbers, test directions, questions, answer choices, and other information is read aloud by the computer and may be replayed as necessary.

- TTS is allowed as a designated support for all grades in mathematics, science, social studies, and English language arts (ELA) as appropriate (not allowed for ELA session 4 reading passages).

- Students should use a similar support on a regular basis in the classroom.

- TTS designated support should be used for the majority of students requiring TTS, including students who have IEP or 504 plans.

- Allowing TTS for all students is **not a proper use of this support**.

Non-Embedded Designated Supports

Amplification Device

The student adjusts the volume control beyond the computer built in settings using non-embedded devices. (i.e. FM System)

Word-to-Word Bilingual Dictionary

- Word-to-word dictionaries are simply paper or electronic forms of words provided in two languages. Definitions are not included.

- A word-to-word bilingual dictionary may be provided as a designated language support.

- Not permitted on ELA tests.

- Refer to the DPI accommodations and supports webpage for a list of DPI-approved word-to-word dictionaries.

http://dpi.wi.gov/assessment/forward/accommodations

Color Overlay

A transparent colored sheet that is placed over a page of text or is affixed to a computer screen.

2 + 2 = 4

Magnification

- Magnification allows increasing the size to a level not provided for by the zoom universal tool.

- The size of specific areas of the screen (e.g., text, formulas, tables, graphics, and navigation buttons) may be adjusted by the student with an assistive technology device.

- Utilizing a larger monitor is the online equivalent to "large print".
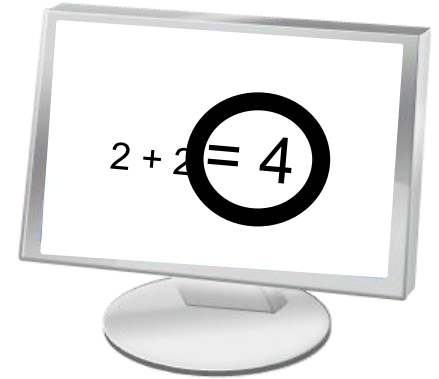
Noise Buffers

Ear mufflers and/or white noise used to block external sounds.

Read Aloud

- Read aloud allows the student to listen to test information displayed on the screen read to them by a qualified human reader. Words and numbers, test directions, questions, answer choices, and other information is read aloud by a human reader and can be repeated as necessary. Read Aloud Guidelines and confidentiality forms are available at http://dpi.wi.gov/assessment/forward/accommodations.

- **Read aloud is allowed as a designated support** for all grades in mathematics, science, social studies, and English language arts (ELA) items as appropriate (not allowed for session 4 ELA reading passages).

- **TTS should be used in most situations** and the read aloud should be used for the very small number of students who may not be able to comprehend the computer voice and therefore need this support to access the test.

- For students requiring read aloud as a support, the majority will use the read aloud designated support (not the accommodation) including students with IEP or 504 plans.

Scribe

- Students dictate their responses to a human who records verbatim what they dictate.

- For information about when the use of a scribe is appropriate refer to the *Accessibility Guide.*

- Scribing guidelines are available in the Forward Exam Accommodations and Supports webpage: http://dpi.wi.gov/assessment/forward/accommodations.

Separate Setting

- Students who are easily distracted or who may distract others may need an alternate location for their assessment.

- Test location is altered so that the student is tested in a setting different from that made available for most students.

Translator/Interpreter

- Translator/Interpreter is available as a language support for languages other than Spanish to designated students on all mathematics, science, and social studies assessments. For ELA assessments, only the test directions may be translated/interpreted.

- See the Translator/Interpreter Guidelines and Qualifications and Read Aloud Guidelines.

http://dpi.wi.gov/assessment/forward/accommodations

Embedded Accommodations
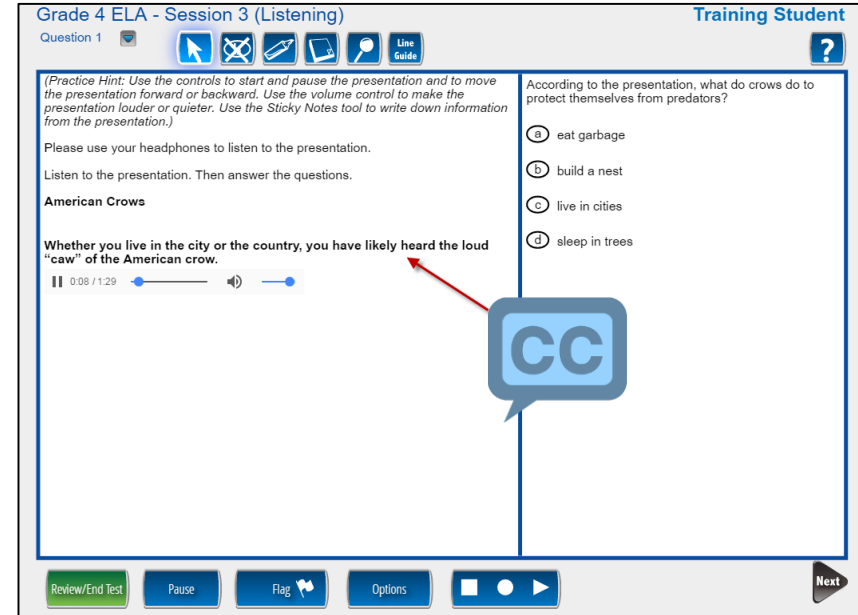
Video Sign Language

- Online delivery of test content in American Sign Language (ASL) is presented as a pre-recorded embedded video of a human signer.

- Students activate the VSL and can view as often as needed using the controls provided. VSL is available for mathematics, science, social studies, and ELA (not allowed for ELA session 4 reading passages).

- The pre-recorded VSL allows for standardization and consistency in administration of the sign language accommodation. In-person sign interpretation services or direct communication of the test content in sign is not an allowable accommodation and invalidates the assessment.
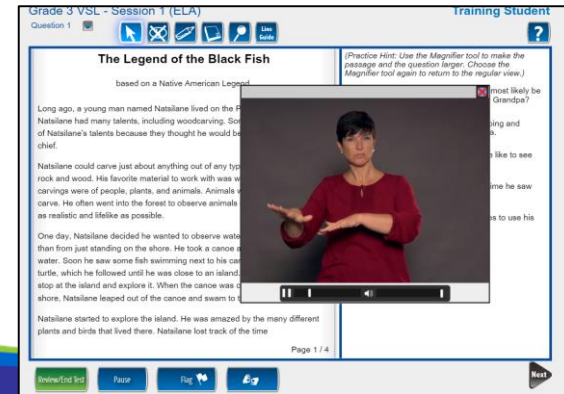
Closed Captioning

- Closed captioning is displayed immediately above the embedded audio player on all listening passages as the passage is played.

- Students without closed captioning on their printed test tickets will not see captioning as the passage audio plays.

Text-to-Speech (PSGS)

- The Text-to-speech (TTS) accommodation allows students with visual impairments to listen via headphones or speakers to the ELA test information displayed on the screen including test directions, questions, answer choices, and **ELA session 4 reading passages** and can be replayed as necessary.

- This accommodation is only available to a student with visual impairments who is not proficient in contracted Braille. A test administrator may operate the TTS for the student within the online testing system for standardization purposes rather than use a human reader (read aloud).

- TTS is available as an accommodation for students whose need is documented in an IEP or 504 plan and **have met all five criteria on the *Guidelines for Administration of the Read Aloud (or TTS) Accommodation for the Forward Exam*** (see appendix A).

- Students who do not meet this criteria but require TTS should use the Designated Support TTS including those who have IEP or 504 plans.

Non-Embedded Accommodations

Abacus

- This tool may be used place of scratch paper for students who typically use an abacus.

- Some students with visual impairments use an abacus instead of using scratch paper.
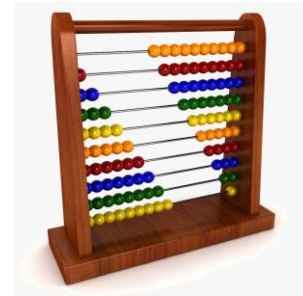
Alternate Response Options

- Some students with physical disabilities may need to use the alternate response options accommodation.

- Alternate response options include but are not limited to adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches.

- It is important to test compatibility ahead of time with the Online Training Tools.

Braille

- A paper copy braille version of the test will be available at each grade level and content area. All tests will be presented in Unified English Braille (UEB) and will follow Nemeth Code for mathematical and scientific notation where appropriate.

- In addition to selecting the braille accommodation for a student in eDIRECT, DACs must order printed braille tests using the "additional materials" request page in eDIRECT.

- All student responses must be transcribed into the online testing system (INSIGHT) by the test administrator or other designated person using the student's test ticket. The test ticket must have BRL next to accommodations to ensure that the online test form and the braille form have matching content for all questions.

Calculator

- A calculator that falls under assistive technology device such as a talking calculator or braille calculator.

- Students with visual impairments who are unable to access the online calculator provided in the assessment for calculator-allowed items will be permitted to use the calculator that they typically use, such as a braille calculator. Test administrators must ensure the calculator is only available for calculator-allowed items.

Listening Scripts

- Printable listening scripts of the audio presentations in ELA session 2 are provided for use by a qualified human reader. The human reader reads the script aloud to a student who is deaf or hard of hearing and needs to view the reader's face while having the passage read to them in order to access the material.

- Listening scripts may be provided to test administrators working with <u>students who are deaf or hard of hearing who are unable to access the embedded listening passages via the embedded audio, closed captioning, or video sign language</u>. This accommodation would be for a student that would need the test administrator to read the listening passages aloud to the student, allowing the student to view the test administrators' face so the student may lip read.

- DAC must submit a request via the Listening Script Accommodation approval form located at: http://dpi.wi.gov/assessment/forms.

Multiplication Table

- A paper-based single digit (1-9) multiplication table will be available for reference.

- For students in grades 4 and above with a documented and persistent calculation disability (i.e. dyscalculia).

- Table is available on the Forward Exam Accommodations and Supports webpage: http://dpi.wi.gov/assessment/forward/accommodations.

Print-on-Demand

- A print-on-demand version of the test is available at each grade level and content area in pdf format. The test administrator or other designated person will print the test and provide it to the student with this accommodation.

- The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student's condition prevents him or her from accessing material online.

- The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan. There are emergency circumstances in which medical documentation is acceptable (i.e. concussion with no screen time permitted).

- All responses must be entered into the student's online test by the test administrator or other designated person using the student's test ticket. The printed test must be treated as secure testing materials.

- The DAC must submit a request for print-on-demand accommodation approval form located at: http://dpi.wi.gov/assessment/forms.

Read Aloud

- Read aloud accommodation allows the student to listen via a qualified human reader to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA session 4 reading passages** and can be repeated as necessary.

- This accommodation is only available to a student with visual impairments who is not proficient in contracted braille.

- Read aloud is available as an accommodation for students whose need is documented in an IEP or 504 plan and **have met all five criteria on the *Guidelines for Administration of the Read Aloud Accommodation for the Forward Exam*.**

- Students who do not meet this criteria but require read aloud should use the designated support read aloud including those who have IEP or 504 plans.

- Read Aloud Guidelines and Confidentiality Forms are available on the Forward Exam Accommodations and Supports Webpage.

Features that are Mutually Exclusive

The following supports and accommodations are mutually exclusive (one and cannot be used with another):

ELA:
- Spanish Translation (Stacked) [ST]
- Text-to-Speech [TTS]
- Text-to-Speech (Reading Passages) [TTS (PSGS)]
- Video Sign Language (VSL) [VSL (ASL)]
- Print-on-Demand [POD]
- Braille [BRL]

Mathematics, Science, and Social Studies:
- Spanish Translation (Stacked) [ST]
- Text-to-Speech [TTS]
- Video Sign Language (VSL) [VSL (ASL)]
- Print-on-Demand [POD]
- Braille [BRL]

TTS and Stacked Translation

- Spanish translation (stacked) and TTS cannot be used at the same time.

- TTS is in English only and will try to read the Spanish translation as if it were English.

- If a student required both TTS and the Stacked translation you should select the Spanish translation (Stacked) and read aloud in eDIRECT for the student.

- During test administration provide the student with a human reader **(not allowed for ELA session 4 reading passages)** and the stacked translation.

Thank you!

- For more on Forward Exam Accessibility visit the accommodations and support webpage at:

  http://dpi.wi.gov/assessment/forward/accommodations

- Questions may be directed to osamail@dpi.wi.gov